

**Solar Energy Action Committee
Draft Meeting Summary
Meeting June 25, 2015**

Agenda item # 1: Welcome

- Hector Bordas welcomed everyone to the second Solar Energy Action Committee meeting.
- Hector Bordas thanked everyone for the tremendous effort in putting together the top 10 issues list and reiterated that what we're going to achieve is really important and that a lot of value will be added from all of our efforts.

Agenda item # 2: Introductions

- Hector Bordas introduced Paula Mellon as the new hire to SEAC for logistics, communications, strategy and administration.
- SEAC members and guests introduced themselves.
- SEAC roll-call was carried out of all attendees.

Agenda item # 3: Announcements

- Hector Bordas opened the floor to any announcements. None were noted.
- Hector introduced Hassan Alameddine to talk about the County's ordinance with regard to expedited permitting.
- Hassan mentioned that the County's ordinance is likely to be adopted by August 18th, to be effective 30 days thereafter.
- They will also be creating a chapter in the code – chapter 68 County Chapter – that will highlight the provisions of the ordinance.
- The County is looking to add an item to the one inspection process and that is to acquire video footage and photos highlighting the important aspects of the installation. Please provide feedback if this is doable to Hassan.
- Some suggestions were made that include: addressing training to inspectors and installers after the system is assembled without a video, maybe create a certification program for installers to ensure they know what they are doing like NABCEP, City of San Bernardino recently implemented a pilot program that requires video footage and we can see how that works out. A concern however was addressed that for the most part a single inspection can take place with one exception: not on a tiled roof.
- Hassan also spoke about the County's Affidavit for expedited permitting for small residential rooftop solar energy system installation – The reason is that unpermitted construction is a huge issue for the County and industry i.e. when doing installations they sometimes find other unpermitted violations that they have to enforce. In order to resolve this, they have come up with Form A and Form B. Form A – when the system is being installed by a solar company. Form B – when an owner or builder wants to do the installation. Form A is for the owner to sign and declare that they are aware that a system has to be installed on a permitted structure and if it's not, that the County are going to do code enforcement and they will indemnify the County of any future claims. Second part of document is for the installer to declare that system is being installed on a permitted structure and in case it's not, that they are

responsible for taking system down or relocating it into another location that is permitted.

- The idea is that this will reduce the delay associated with waiting a week or two to get assessor information and all aerial photos etc. It is the responsibility of the solar company to ensure they install on permitted structures to avoid liabilities.
- The County is looking for feedback before they make this policy.
- It was agreed that comments and feedback would be provided to Hassan by Wed July 1, 2015
- Paula will share the Affidavit and Hassan's details with everyone after the meeting.

Agenda item # 4: Draft meeting summary May 7, 2015

- Hector Bordas asked for the correct quorum and voting comment from the last meeting – It was noted that what was agreed was: “Quorum shall consist of 50% of all members present (present at meeting and/or online).
- For an item, motion, action or a decision to be approved by SEAC, a 2/3 affirmative of the quorum is necessary. Motion to approve meeting summary was approved.

Agenda item # 5: Draft mission statement

- Hector Bordas mentioned that we have received other suggested ideas and comments.
- A new mission statement that really clarifies what we are doing and what we want to achieve will be shared with everyone in the next couple of weeks.

Agenda item # 6: Draft meeting guidelines

- Hector Bordas talked through the draft meeting guidelines.
- Any comments or feedback can be emailed to Paula.

Agenda item # 7: Draft operating guidelines

- Hector Bordas mentioned that we are busy drafting the operating guidelines.
- The operating guidelines will include: Purpose, What SEAC will do, Membership (including proxy/alternate), Operations Team, Roles and responsibilities of members and staff, Schedule/calendar, Operating principles and guidelines, Decision making etc.
- Hector mentioned that objective is to do as much as possible offline so that we spend majority time of actual meeting on the issues.
- Everyone voiced their commitment, participation and support of a good pace.
- It was suggested that we extend the allotted time to our meetings to maybe four hours to address problem solving.
- The draft operating guidelines will be shared with everyone in the next few weeks.
- Any comments or feedback can be emailed to Paula.

Agenda item # 8: Draft Top 10 Issues

- Hector Bordas mentioned that a great list was submitted.
- The group worked through 60 issues and reduced them to a new Top 10 list, with each group choosing the top 2 issues from their respective list.

- The new Top 10 were recorded by Hector Bordas.
- The new Top 10 list will be shared with everyone to submit solutions in a group format.
- The group lead will present the solutions at the next meeting for the committee to vote on.

Agenda item # 9: Staff and member functions

- Hector Bordas mentioned that SEAC staff and members function is to work collectively towards a common goal.
- Facilitator, Hector Bordas - To ensure we achieve objectives
- Co-facilitator, Paula Mellon - To manage performance and successful deliverables.
- Committee members - To guide project, make decisions, provide strategic decision, and advocate for SEAC.

Agenda item # 10: Status update

- Paula mentioned that the meeting and workshop calendar will be sent out to everyone in the next week.
- Meetings are scheduled for the last Thursday of every month with the exception of November and December.
- Tentative workshop date may be scheduled for October or November at the County of LA conference facility downstairs.
- Conference facility is only available on a Monday at this stage.
- Hector mentioned that the workshop depends on what we accomplish.
- Paula will be contacting members for primary and alternate details.
- Reports – busy formulating a Status Report so everyone is aware of all actionable items being worked on. Metric Reports will be formulated so we can gauge and measure SEACs progress.
- If any members have any marketing reports that are appropriate to SEACs mission, please share them with Paula.
- CALSEIA have invited Hector to talk at their Contractors Day on Tuesday July 14th. Details will be forwarded to everyone.

Agenda item # 11: Next step and actions items

- A Draft Agenda will be distributed to everyone two weeks prior to the next meeting. If any members wish to include other parties, please share this with Paula. A final Agenda will then be sent out one week prior to the meeting.
- Draft meeting summary for today's meeting will be distributed to everyone next week.
- Draft operating guidelines will be distributed to everyone before next meeting.
- Groups to submit solutions to new Top 10 by July 15th, 2015.
- Aim to pass resolution on at least one issue at next meeting.

Agenda item # 12: Open forum and feedback

- A request was made to distribute committee contact details list to everyone. Paula will share this in the next week.
- Comment was made about marketing SEAC. Hector Bordas mentioned that the County is in the process of securing a URL and developing a website for SEAC.
- A question was raised as to the status of Department of Water and Powers inclusion. Hector Bordas mentioned that they are still in the process of getting Water and Power onboard.

Agenda item # 13: Closing

- Thank you to everyone for attending both in presence and online.
- Meeting was adjourned.

Action Items

1. All: provide comments to Hassan Alameddine on adding video footage and photos to the one inspection process.
2. All: provide comments and feedback to Hassan Alameddine on Form A and B – Affidavit for expediting permitting by latest Wednesday July 1, 2015
3. Paula Mellon: send out draft meeting summary June 25 by July 1, 2015
4. Paula Mellon: send out meeting and workshop calendar by July 3, 2015
5. Paula Mellon: send out committee members contact details list by July 3, 2015
6. Groups: provide recommended Top 10 solutions to Paula by July 15, 2015
7. Paula Mellon: send out groups Top 10 consolidated solutions list to everyone one week prior to next meeting, July 23, 2015
8. Paula Mellon: send out draft operating guidelines by July 23, 2015
9. Paula Mellon: send out meeting and workshop calendar by July 3, 2015
10. Paula Mellon: send out InterSolar Calseia Contractors Day SEAC engagement by July 9, 2015
11. Paula Mellon: contact members to confirm primary/alternate details
12. Paula Mellon: send out draft agenda two weeks prior to next meeting, July 16, 2015
13. Paula Mellon: send out final agenda one week prior to next meeting, July 23, 2015
14. Hector Bordas: work with Public Works' network to contact the Department of Water and Power. The intent is to meet with them and have them join SEAC.